

## ***Task Inventory***

<b>1.</b>	Responsible for maintaining standards of uniformity and continuity of custody and control for the facility and Transportation Unit to ensure public safety by keeping offenders incarcerated in a safe, secure, and humane environment utilizing Welfare & Institutions Code (WIC), Institutions & Camps Manual (I&C), collective bargaining contracts/agreements, laws, rules, regulations, policies, procedures on a daily basis.
<b>2.</b>	Responsible for and ensures appropriate security response to bring under control any emergency and conducts emergency response drills with staff to ensure the continued safe and orderly operation of the facility using policies, procedures, laws, rules, regulations as necessary.
<b>3.</b>	Performs assignments in such areas as facility services, program management, planning and construction, program compliance, selection standards, parole and community services to provide consultation and/or information to management using WIC, I&C as needed and/or upon request.
<b>4.</b>	Assists in the revision of Multi-Hazard Emergency Preparedness Plan (e.g. mutual aid/internal response, Tactical Response Team (TAC), Critical Incident Referral, etc.) to ensure a site specific response for the continued safe and orderly operation of the facility and the safety of the public, utilizing policies, procedures, laws, rules, regulations, training, as needed.
<b>5.</b>	Activates the Multi-Hazard Emergency Preparedness Plan (e.g. mutual aid/internal response, Tactical Response Team (TAC), Critical Incident Referral, Emergency Response Team (ERT) etc.) to ensure the continued safe and orderly operation of the facility and the safety of the public, utilizing policies, procedures, laws, rules, regulations, and training, as needed.
<b>6.</b>	Directs the work activities of staff at a facility, work site or on an assigned watch, to ensure operational efficiency and maintain the successful overall mission of the department using WIC, I&C, collective bargaining contracts/agreements, laws, rules, regulations, policies, procedures, training, communication skills, knowledge on a daily basis.
<b>7.</b>	Initiate and/or participate in the Progressive Discipline Process to prevent, correct and improve employee performance/behavior or address issues of substandard performance utilizing collective bargaining contract/agreements, communication, training, performance evaluations, coaching, documentation, policies, procedures, laws and rules as needed.
<b>8.</b>	Monitors the In-Service-Training Program by determining training needs, selecting training methods, budget/cost analysis and keeping informed of available training resources to ensure staff compliance with departmental training standards utilizing laws, rules, collective bargaining contracts/agreements, communication, training, performance evaluations, documentation, policies, procedures and legal mandates as needed.
<b>9.</b>	Monitors the training needs of staff by assessing, identifying and coordinating schedules to ensure all training requirements are met and aid in professional development to achieve operational efficiency by utilizing On the Job Training (OJT) or In-Service Training (IST) programs, training records, audit tools, expertise, collective bargaining contracts/agreements, policies, procedures, etc. as needed.
<b>10.</b>	Serves as an expert resource on facility operations (e.g. facility services, program management, planning and construction, program compliance and evaluation, selection standards, parole and community services, etc.) to provide consultation and/or information to management, subordinates, public, etc. utilizing WIC, I&C, collective bargaining contracts/agreements, laws, rules, regulations, policies, procedures, communication skills, and knowledge as needed.

<b>11.</b>	Monitors youthful offender behavior to provide a safe environment and hold youthful offenders accountable for their behavior by apprehending and disciplining those involved in criminal activities/departmental rule violations or those who present a danger to self and/or others, etc., using WIC, I&C, penal code, collective bargaining contracts/agreements, laws, rules, regulations, policies, procedures and safety equipment on a daily basis.
<b>12.</b>	Advises facility/work site staff on youthful offender disciplinary problems to ensure accurate reporting of youthful offender alleged behavior and assists in setting appropriate dispositions using WIC, I&C, penal code, Ward Information Network (WIN), and communication to ensure the safety and security of the facility on a daily basis.
<b>13.</b>	Performs investigations of alleged Departmental, Facility and Penal Code violations committed by youthful offenders, staff, and public to ensure the safe and orderly operation of the facility and safety of the public by protecting, collecting and preserving evidence, preparing cases for trial and appearing as a witness utilizing laws, rules, regulations, policies, procedures, WIC, I&C and computer hardware/software as needed.
<b>14.</b>	Interviews witnesses in cases of alleged Departmental, Facility and Penal Code violations committed by youthful offenders to determine the appropriate action for disciplinary measures (i.e., DDMS/referral for prosecution, etc.) by utilizing WIC, I&C and computer hardware/software to ensure the safety and security of the facilities and provide due process procedural safeguards.
<b>15.</b>	Investigates youthful offender grievances to determine validity of complaints, resolve issues, ensure compliance with laws, rules, regulations, etc., ensuring the safety and security of the facilities and provide due process procedural safeguards utilizing WIC, I&C, policies, procedures, computer hardware/software and communication as needed.
<b>16.</b>	Investigates second level grievances of staff to determine validity of complaints, resolve issues, ensure compliance with laws, rules, regulations, etc., utilizing WIC, I&C, penal code, collective bargaining contracts/agreements, health and safety, policies, procedures, computer hardware/software and communication to ensure the safety and security of the facilities and provide due process and procedural safeguards as needed.
<b>17.</b>	Serves as a Disciplinary Decision Making System (DDMS) Hearing Officer, notifies youthful offender's of disciplinary action of alleged rule violation by reviewing associated reports and evidence, conducting hearings, etc. ensuring the safety and security of the facilities and provide due process procedural safeguards utilizing various WIC, I&C, penal code, laws, rules, regulations, policies, procedures, computer hardware/software, and communication as needed.
<b>18.</b>	Acts as a Disciplinary Decision Making System (DDMS) Investigation Officer to review and take appropriate action on reports (e.g. behavior reports, witness reports, medical/lab reports, use of restraint, Special Incident Report (SIR), etc.) submitted by staff and submits reports utilizing WIC, I&C, penal code, laws, rules, regulations, policies, procedures, computer hardware/software and communication as required.
<b>19.</b>	Ensures searches are conducted and recorded to provide proof of practice and maintain standards of security, safety, and order of the facility, utilizing staff and safety equipment to ensure the continued safe and orderly operation of the facility and the safety of the public, using various policies, procedures, laws, rules, regulations and training as required.
<b>20.</b>	Facilitate the hiring process by conducting interviews, evaluating and recommending staff for appointment to ensure adequate staffing utilizing various methods of filling vacancies (e.g., certification lists, transfers, training and development assignments, reinstatements, State Restrictions of Appointment (SROA), collective bargaining contracts/agreements, etc.) as needed.
<b>21.</b>	Reviews youthful offender grievances to ensure the population has an appropriate avenue to grieve any departmental decision, action, and/or condition that has a potential adverse effect on the youthful offender welfare using WIC, I&C, penal code, laws, rules, regulations, policies and procedures as needed.

<b>22.</b>	Responds to confidential and sensitive staff grievances concerning a health and safety issue outside normal hours of operation, utilizing documentation, discretion, interpersonal skills, etc. to establish and maintain facility operations in all situations, using collective bargaining contracts/agreements, WIC, I&C, penal code, laws, rules, regulations, policies and procedures as necessary.
<b>23.</b>	Investigates allegations of staff misconduct, criminal activities/departmental rule violations by interrogating subjects, interviewing witnesses, maintaining confidentiality and gathering of physical evidence to determine the validity of the allegations and ensure compliance with laws, rules, regulations, etc., utilizing WIC, I&C, penal code, collective bargaining contracts/agreements, health and safety, policies, procedures, computer hardware/software and communication as needed.
<b>24.</b>	Acts in the absence of the Chief of Security to ensure the continued efficient operation of the facility/work site, collection and dissemination of information utilizing WIC, I&C, collective bargaining contracts/agreements, laws, rules, regulations, policies, procedures, communication skills and knowledge as directed.
<b>25.</b>	Operates an automobile or bus equipped for transporting youthful offenders from local, county and state facilities to and from Division of Juvenile Justice Facilities by following the guidelines in WIC, I&C, Department of Motor Vehicle Code, collective bargaining contracts/agreements, laws, rules, regulations, policies, procedures, communication skills and knowledge as necessary.
<b>26.</b>	Is responsible for the supervision of program staff at a Youth Conservation Camp, Transportation Unit, Departmental Training Centers and Background Investigation Bureau (Southern Field Office) to achieve operational efficiency, provide a safe and productive work environment utilizing communication skills, interpersonal skills, formal/informal acknowledgement also techniques to recognize the efforts and accomplishments of staff to promote morale as appropriate.
<b>27.</b>	Serves as executive officer on a rotating basis in a Youth Conservation Camp by conducting and/or attending meetings with executive/facility staff, youthful offenders, public, etc. to define and resolve problems, discuss and disseminate information, etc. to ensure the safe and orderly operation of the facility in the absence of the Superintendent utilizing telephone conference calls, video conferencing, executive directives, laws, rules, policies, procedures and communication skills as necessary.
<b>28.</b>	Serves as the Master Scheduler Lieutenant managing the custodial staff assignments of facilities and youthful offender transportation to ensure appropriate staffing by proper coding of time sheets, developing post assignment schedules, monthly schedule, and by determining cost-effective use of Permanent Intermittent staff and staff overtime utilizing I&C, Governor's Budget, collective bargaining contracts/agreements, laws, rules, regulations, policies, procedures and computer hardware/software on a daily basis.
<b>29.</b>	Develops/prepares various written documents (e.g. procedures, post orders, youthful offender work/training programs, duty statements, training, correspondence, reports, etc.) to provide pertinent facts, information, direction, and/or ensure the security and efficient operation of the facility/work site utilizing policies, procedures, WIC, I&C and computer hardware/software as needed.
<b>30.</b>	Serves as liaison with district attorneys and other law enforcement agencies to coordinate investigations, prepare and submit criminal case documentation and to assist in criminal investigations (e.g. police reports, court documents, behavior reports, witness reports, medical/lab reports, Use of Restraint Reports, Special Incident Report (SIR), etc.) of youthful offenders using WIC, I&C, penal code, laws, rules, regulations, policies, procedures, computer hardware/software and communication skills as necessary.
<b>31.</b>	Participates in the Disciplinary Decision Making System (DDMS) process (e.g. investigator, hearing officer, fact finder, disposition officer, appeals officer or youthful offender representative) ensuring the safety and security of the facilities and provide due process procedural safeguards utilizing WIC, I&C, penal code, laws, rules, regulations, policies, procedures, computer hardware/software and communication as needed.

<b>32.</b>	Plans the most economical and efficient movement of youthful offenders, to provide appropriate youthful offender program placement utilizing available staff and vehicle resources equipped for transporting youthful offenders from local, county and state facilities to and from Division of Juvenile Justice Facilities utilizing WIC, I&C, Department of Motor Vehicle Code, collective bargaining contracts/agreements, laws, rules, regulations, policies, procedures, communication skills and knowledge as necessary.
<b>33.</b>	Accompanies youthful offenders on public transportation when extraditing from other states to ensure the safe and timely delivery of a youthful offender to a designated facility utilizing Federal Law, WIC, I&C, collective bargaining contracts/agreements, laws, rules, regulations, policies, procedures, communication skills and knowledge as required.
<b>34.</b>	Researches, develops, plans, or revises training based on program or policy changes for the Departmental Training Centers to ensure compliance with departmental training standards utilizing WIC, I&C, collective bargaining contracts/agreements, laws, rules, regulations, policies, procedures, communication skills and knowledge as required.
<b>35.</b>	Provides input in establishing apprenticeship standards at the Departmental Training Centers to ensure compliance with the departmental apprenticeship program utilizing various WIC, I&C, collective bargaining contracts/agreements, laws, rules, regulations, policies, procedures, communication skills and knowledge as required.
<b>36.</b>	Takes preventive action to resolve disputes by evaluating, motivating, and counseling cadets to meet the academic performance of the Departmental Training Centers to ensure staff are appropriately trained utilizing WIC, I&C, collective bargaining contracts/agreements, laws, rules, regulations, policies, procedures, communication skills, and knowledge as needed.
<b>37.</b>	Initiates corrective action by providing written comprehensive evaluation of cadets to meet the academic performance of the Departmental Training Centers to ensure staff are appropriately trained utilizing WIC, I&C, collective bargaining contracts/agreements, laws, rules, regulations, policies, procedures, communication skills and knowledge as needed.
<b>38.</b>	Promotes the department's Equal Employment Opportunity program in the hiring process in order to maintain a work environment that is free of discrimination and harassment utilizing WIC, I&C, collective bargaining contracts/agreements, training, federal and state laws and rules, regulations, policies and procedures on a daily basis.
<b>39.</b>	Demonstrates leadership and provides direction by working collaboratively with departmental staff to facilitate a team effort and promote an effective, efficient and safe facility/work site utilizing various resources (e.g. team building concepts, effective communication, empowerment, diversity and information sharing, demonstrations, training, etc.) as required.
<b>40.</b>	Conducts on-site program compliance reviews at facilities/work sites in relation to operations, local practices and conditions to ensure compliance with departmental policy, procedures, rules, regulations, directives, statutes, by identifying deficiencies, developing and implementing corrective action plans, utilizing WIC, I&C, collective bargaining contracts/agreements, training, federal and state laws and rules, regulations, policies, and procedures as directed.
<b>41.</b>	<b>Utilizes various computer databases (e.g., Offender Base Information System, (OBIS), Offender Base Information Tracking System (OBITS), California Law Enforcement Telecommunications System (CLETS), National Crime Information Center (NCIC), Live Scan Finger Printing Data Base, Department of Justice, Ward Information Network (WIN), etc.) to enter, retain, and obtain/gather confidential information to ensure the safety and security of the facilities/work sites and public, as required.</b>